

Ma kagawae' revice & kounul

\$35.00

Paid May 14, 1960 — \$35.00

Telepon P. R. 3-8006

Aperowadga wa wige kewnuch
Alekanua Balukoni, matla
Transigka Balukoni, coika
Wyalane do Palaki May 26, 1960
R. + H. M.

Paid 8-23-60 ala Alekanua Balukoni matla w shiationg \$520.80

Wyalane 9-20-1960
w Bankiers

Dopata	1-6-1961	==	\$138.96	Bankers
"	1-18-1961	==	17.54	"

My Statement

Paid 8-23-60 \$520.80

" 1-6-61 138.96

" 1-28-61 17.54

\$677.30 Total

R/T Fare — 670.92

\$5.38 overpaid

822

CHICOPEE BANKERS
CORPORATION

Sponsor:
Kor Kolonis, Mike

CHICOPEE, MASS.

October 7, 1960

11460

CHICOPEE BRANCH

HADLEY FALLS TRUST COMPANY

HOLYOKE, MASS

53-134

113

PAY
TO THE
ORDER OF

Siberia, Belgian World Airlines \$493.⁶²/₁₀₀

INSURED 493 DOLS 62 CTS

DOLLARS

BY ENDORSEMENT THIS CHECK WHEN PAID IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING ACCOUNT

(2)	Kor Kolonis				

CHICOPEE BANKERS CORPORATION

Walter Fintek

CASHIER - TREASURER

PAY TO THE ORDER OF
BELGIAN AMERICAN BANK & TRUST CO.
SABENA
BELGIAN AIRLINES
SABENA BELGIAN WORLD AIRLINES

PAY TO THE ORDER OF
CHASE MANHATTAN BANK

BELGIAN AMERICAN BANK & TRUST CO.

UPPER BRANCH

PAY TO THE ORDER OF
BANK, BANK, OR
TRUST COMPANY

NEW YORK CLEARING HOUSE

23

PAY TO THE ORDER OF
BANK, BANK, OR
TRUST COMPANY
OR THROUGH THE
NEW YORK CLEARING HOUSE

OCT

OCT 19 1960

NEW YORK
THE CHASE MANHATTAN BANK
NEW YORK

23

1-2

CHICOPEE BANKERS
CORPORATION

Murkulonis, Mike

CHICOPEE, MASS. February 7, 1961

11817

CHICOPEE BRANCH

HADLEY FALLS TRUST COMPANY

HOLYOKE, MASS

53-134
113

PAY TO THE ORDER OF Sabena Belgian World Airlines - - - - - \$130.⁴⁶_{XX}

INSURED 130 DOLS 46 CTS

DOLLARS

BY ENDORSEMENT THIS CHECK WHEN PAID IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING ACCOUNT

		Exchange Order 5658471	
		Alexandra Balukonis	

CHICOPEE BANKERS CORPORATION

Walter Ruttk
PRESIDENT - TREASURER

SABENA

WORLD AIRLINES

PAY TO THE ORDER OF
CHAS. MANNTAL BANK
 BELGIAN AMERICAN BANK & TRUST CO.
 UPTOWN BRANCH

DS

PAY TO THE ORDER OF ANY
BANK, BANKER OR
TRUST COMPANY
OR INDIVIDUAL IN NEW YORK CITY
THROUGH BOSTON CLEARING HOUSE

FEB 14 61 30

FEB 7 60 04

PRIMA ENDORSEMENTS

THE FIRST NATIONAL BANK OF NEW YORK

FEB 16 40 00 92

28

Dnia 22go sierpnia 1960 roku

Mr. Mike Kurkulonis
6 Washington Street
Greenfield, Massachusetts

Szanowny Panie:

Otrzymałem dzisiaj list z Polski od pani Aleksandry Bałukonis w którym to liście pisze ona i prosi Pana ażeby Pan zakupił dla niej i dla jej córki dwa tykiety na samolot w jedną stronę gdyż mają one sposobność przyjechać do Ameryki na stałe.

Tykiet dla jednej osoby cena zniżona kosztuje \$260.40 dla dwu osób \$520.80.

Posyłam list jaki otrzymałem od pani Aleksandry Bałukonis. Niech mi Pan odpisze lub tutaj przyjedzie.

Z szacunkiem,

Notariusz Publiczny

FF:sk

Dnia 3 go stycznia 1961 roku

Mr. Mike Kurkulonis
6 Washington Street
Greenfield, Massachusetts

Szanowny Panie:

Otrzymałem dzisiaj wiadomość od Kompanii samolotwej iż Aleksandra Balukonis może przyjechać na wizytę do Pana do Ameryki ale ona musi mieć tykiet zapłacony w obie strony. Kosztuje ten tykiet w obie strony \$669.60 a pan zapłacił kompanii \$520.80 więc ma Pan dopłacić \$138.96. Niech Pan przysła te pieniądze \$138.96 lub tutaj przyjedzie.

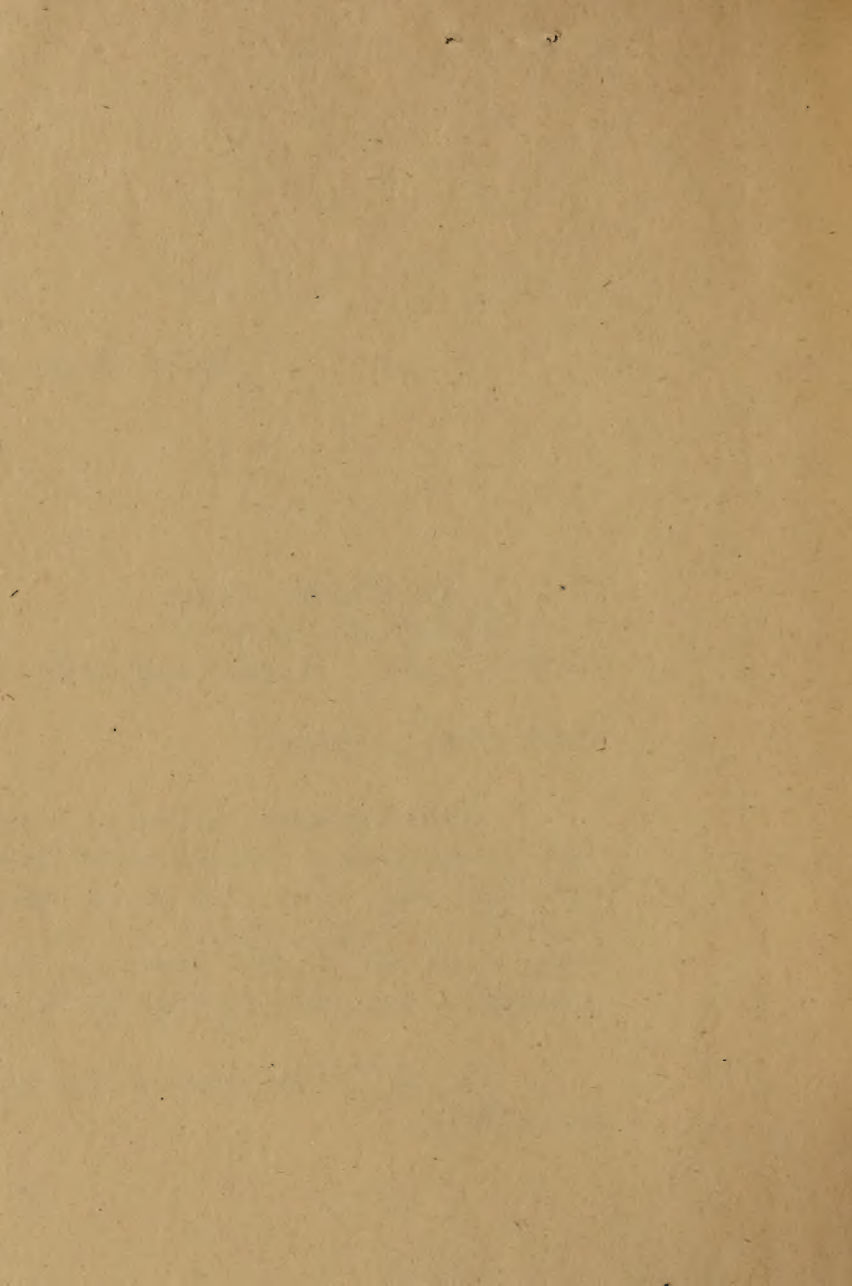
Co do Franciszki to ona musi dalej czekać na swoją kolejkę.

Z szacunkiem,

Notariusz Publiczny

FF: 1mp

$$\begin{array}{r} 138.96276 \\ 9.7222 \overline{) 138.96276} \\ \underline{97.222} \\ 41.74076 \\ \underline{37.088} \\ 4.65276 \\ \underline{3.777} \\ .87576 \\ \underline{.727} \\ .14876 \\ \underline{.118} \\ .03076 \\ \underline{.027} \\ .00376 \\ \underline{.003} \\ .00076 \end{array}$$



Sabena called---wants to know what to do-

Passengers: Alexandra Balukonis And
Franciszka "

Sponsor: Michael Kurkulonis--Greenfield--
Mass.

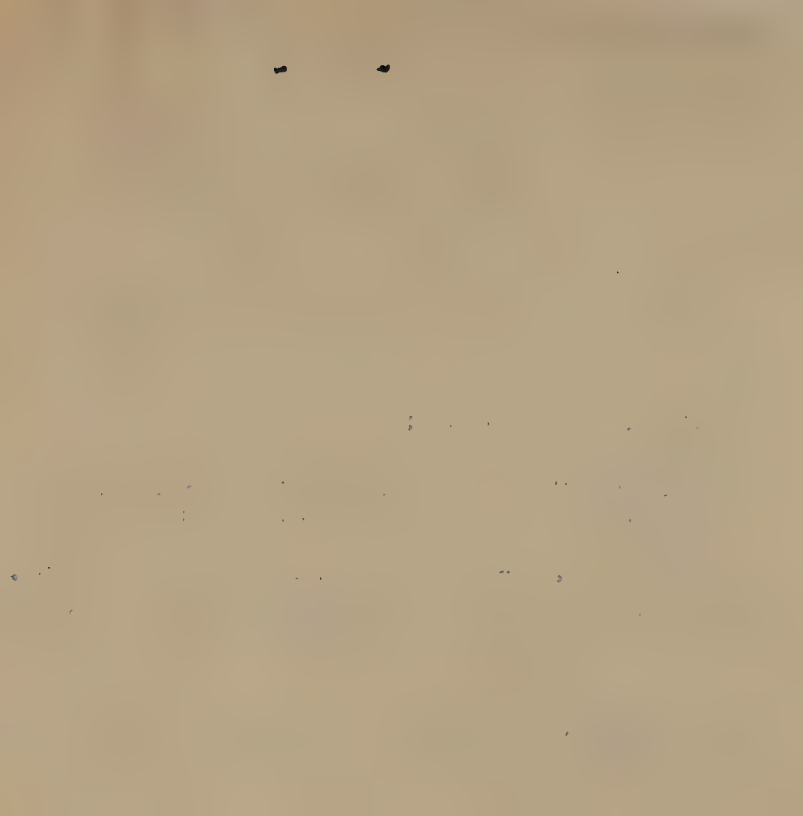
Here is the story:

Alexandra can come in as a non-immigrant
case--visitor---needs round trip ticket--

Fare \$669.60-----we paid company \$530.64
for two----Company can apply the latter
amount to the Fare..

Franciszka----chances poor of coming soon.

669.60
530.64
138.96



BALUKONIS, ALEXANDRA

SPONSOR: MIKE KURKULONIS

Leaving Warsaw - April 28 on Sabena 780

" Belgium - " " " " 547

LEAVING IDLEWILD - " " " EASTERN 58

Arrives BRADLEY FIELD- APRIL 28 at 10:11 P.M.

COMBER CO., INC.
Age Boulevard — Republic 3-3168
SPRINGFIELD, MASSACHUSETTS

Dnia 19 go kwietnia 1961 roku

Mr. Mike Kurkulonis
6 Washington Street
Greenfield, Massachusetts

Szanowny Panie:

Uprzejmie donoszę iż Aleksandra Balukonis przyjedzie
na Airplane Sabena z Warszawy i przyjedzie do Bradley Field
w Connecticut na Eastern Flight Nr. 58, dnia 28 kwietnia o
10.11 wieczór.

Proszę więc ją oczekiwać w Bradley Field.

Z szacunkiem,

Notariusz Publiczny

FF:1mp

[Handwritten signature]

SABENA BELGIAN WORLD AIRLINES
TO ALL IATA AGENTS HOLDING SABENA TICKETS

The following instructions apply to the reporting of sales of Sabena tickets and exchange orders held by agents:

I. FREQUENCY OF REPORTING

Unless otherwise agreed upon, Sales Reports or "No Sales" notices are due on a semi-monthly basis.

1st to the 15th of the month

16th to the last day of the month

The reporting periods are:

The Sales Reports or "No Sales" notices should be forwarded within 10 days to the regional Sabena office indicated in the lower right hand corner of the Sales Report.
Failure to report in accordance with the above-mentioned instructions constitutes a violation of the Agency Sales Contract.

EXCEPTION: Ticket sales covered by Air Travel Plan Receipts:

As billings to carriers for tickets issued against Air Travel Plan Receipts must be made within 15 days of the issuance of the ticket, it is requested that the Original and Duplicate Quadruplicate copies of the transportation receipt be sent to Sabena, 720 Fifth Avenue, New York 19, the day the ticket is issued.

The pink copy of the receipt should be transmitted along with your regular semi-monthly Sales Report.

II. INSTRUCTIONS FOR THE PREPARATION OF THE SABENA AGENTS SALES REPORT.

The Sabena Agents Sales Report consists of four copies to a set:

Distribution: Original (yellow) : to the Sabena regional office along with

Duplicate (white) : auditors coupons of all tickets reported

Triplicate (pink) : all supporting documents and a check for the net amount (indicated under item 12 of the report).

Quadruplicate (green) Agency file copy.

It is requested that reports be typed. The information required on the report is outlined below. The code numbers correspond to the numbers indicated in parenthesis on the report.

CODE ITEM

1 DATE ISSUED:

Date ticket and/or exchange order is actually issued and validated.

2 TICKET NUMBER:

Form and serial number of each ticket or exchange order. A separate line must be used for each ticket or exchange order.

3 COMPLETE TICKET ROUTING:

The complete routing must be indicated separately for each ticket or exchange order. (Codes may be used.) The routing indicated on the report must correspond exactly to that indicated on the ticket or exchange order. When tickets are issued in conjunction a separate routing must be shown for each ticket.

4 TARIFF FARE:

Indicate the actual fare shown on the ticket or exchange order. When tickets are issued in conjunction, the fare will be shown opposite the first ticket only.

5 COMMISSION:

Note: tax will be shown under item 6.

In column headed "%" you will indicate the applicable rate of commission.

In the column headed "amount" you will indicate the commission withheld on the commissionable amount.

6 TAX ON GROSS FARE:

The amount of any tax will be indicated in this column.

7 NET AMOUNT DUE:

The net amount due on each ticket or exchange order will be indicated. The amount will be computed by taking the Tariff Fare

(4) less Commission (5) plus Tax (6) if any.

Note: Deductions for exchange orders, transportation receipts, etc. will be indicated under item 11.

**8 TOTALS:
(COLUMNS 4 to 7):**

Total of amounts indicated in columns. If more than one page is required to complete the report, the totals should be carried forward to the next page.

9 OTHER CHARGES:

Total of schedule "9A" to be itemized on last page of report only.

9A OTHER CHARGES TO BE ADDED:

This space will be used for reporting payment of invoices submitted to you by Sabena, cable charges, or other miscellaneous items. The total will be entered opposite item 9.

10 SUB TOTAL:

Total of column 7 plus item 9.

11 AUTHORIZED DEDUCTIONS:

Total of schedule 11A to be itemized on last page of report only.

11A AUTHORIZED DEDUCTIONS:

This space will be used to secure credit for the value of exchange orders, exchanged tickets, air travel plan receipts, deposits, steamship tickets, and unpaid cash balance on approved Easy Pay Plans.

Credits should be listed as NET whenever commission has already been withheld from the value of the exchanged documents. Refunds cannot be deducted unless authorized in writing by Sabena.

12 NET AMOUNT DUE SABENA:

This amount will be the difference between item 10 and 11.

Remittance for the amount indicated in item 12 must accompany your report.

If the net amount in item 12 is due the agency, the words "SABENA BELGIAN WORLD AIRLINES" should be crossed out and the word "AGENT" should be inserted.

13 SABENA USE ONLY:

No entries should be made under this item.

III. REQUEST FOR ADDITIONAL FORMS

Agents Sales Reports and Ticket Stock may be requested from the Regional Sabena office in your area.

BON D'ÉCHANGE — WISSELBON — EXCHANGE ORDER

NE CONSTITUE PAS UN TITRE DE TRANSPORT
NIET GELDIG VOOR PASSAGE
NOT GOOD FOR PASSAGE

S. A. SABENA N. V.

MEMBRE — LID — MEMBER — I. A. T. A.

AIR TERMINUS

Bruuxelles, rue Cardinal Mercier, 35, Kardinaal Mercierstraat, Brussel

LIGNES AÉRIENNES BELGES
BELGISCHE LUCHTLIJNEN
BELGIAN WORLD AIRLINES

COPIE — COPY :
POUR L'AGENT D'ÉMISSION
VOOR DE UITGEVER
FOR THE ISSUING OFFICE
0829- No 5571749

A/ Aan To
EN ÉCHANGE DE CE BON, VEUILLEZ DELIVRER
TEGEN INWISSELING VAN DEZE BON VERZOEKEN WIJ U
IN EXCHANGE FOR THIS ORDER PLEASE ISSUE

BILLETS) DE PASSAGE ET/OU FOURNIR LES PRESTATIONS DESIGNÉES CI-DESSOUS :
REISBILJETTEN) AF TE GEVEN EN/OF DE HIERNAAR GEMELDE DIENSTEN UIT TE VOEREN :

NOM :
NAAM :
NAME :

Adress :
Address :
Address :

LA VALEUR DE CE BON D'ÉCHANGE EST LIMITÉE AU MONTANT INDiqué CI-DESSOUS
DE WAARDE VAN DEZE WISSELBON IS BEPERKT TOT HET BEDRAG HIERONDER VERMELD
THE VALUE OF THIS EXCHANGE ORDER IS LIMITED TO THE AMOUNT STATED HEREON

ITINÉRAIRE — ROUTE — ROUTING			TRANS- PORTEUR VERVOERDER VIA CARRIER		No DE LIGNE LIJN N° FLIGHT N°		DATE DATUM DATE		HEURE UUR TIME		TARIF — TARIF — FARE		BASE DU TARIF TARIEFBASIS		Réservation Placetsbespreking Reservation status	
DE VAN FROM	TO	FROM	PORTEUR VERVOERDER VIA CARRIER		LIJN N° FLIGHT N°		DATUM DATE		UUR TIME		Publié Gepubliceerd Published	Converti Ongewisseld Converted	FARE BASIS		Placetsbespreking Reservation status	
A NAAR TO	WARSZAWA	SAB			26.8.80	2					537.60					
A NAAR TO	BRUSSELS	SAB														
A NAAR TO	NEW YORK															
A NAAR TO	BRADLEY															

PRESTATIONS — DIENSTEN — SERVICES

Refundable only vouchers
SABENA Office papers

MODE DE PAIEMENT WIJZE VAN BETALING FORM OF PAYMENT		TAXES (spécifier) TAKSEN (aard opgeven) TAXES (specify)	
AGENT		1.1.11	
MONTANT TOTAL PAYE TOTAL BETALD BEDRAG TOTAL AMOUNT PAID		537.60	
MONTANT EQUIVALENT PAYE OVEREENSTEMMEND BETALD BEDRAG EQUIVALENT AMOUNT PAID		537.60	

NON TRANSFERABLE
STRIKT PERSONLIJK
NOT TRANSFERABLE

VALIDABLE UN AN A DATER DE L'ÉMISSION
GELDIG VOOR EEN JAAR VANAF UITGIFTE
VALID ONLY FOR ONE YEAR FROM DATE

NE PEUT ÊTRE NI RATURE NI SURCHARGE
ONGELDIG INDIEN GESCHAPT OF GEWIJZIGD
VOID IF MUTILATED OR ALTERED

RÉSERVÉ A L'AGENT D'ÉMISSION
VOORBEHOUDEN AAN DE AGENT UITGEVER
RESERVED FOR THE ISSUING OFFICE

AGENT

CALCOPET BOWEN COOP
THOMAS SUTCLIFF
SEPT. 20, 1960
CHICPEET, MASS.

LIEU ET DATE D'ÉMISSION
PLAATS EN DATUM VAN UITGIFTE
DATE AND PLACE OF ISSUE

Lieu et date de l'émission originale
Plaats en datum van oorspronkelijke uitgifte
Date and place of original issue

Emiss conjointement avec
Uitgegeven in consuling met
Issued in connection with

Emiss en échange de
Uitgegeven in verrijning van
Issued in exchange for

٧٥١٢

S. A. SABENA N. V.

N. CONSTITUTE PAS UN TITRE DE TRANSPORT
NIET GELDIG VOOR PASSAGE.
NOT GOOD FOR PASSAGE

MEMBRE — LID — MEMBER — I. A. T. A
AIP TERMINIS

LIGNES AÉRIENNES BELGES
BELGISCHE LUCHTLIJNEN
BELGIAN WORLD AIRLINES

COPIE — COPY !
POUR L'AGENT D'ÉMISSION
VOOR DE UITGEVER
FOR THE ISSUING OFFICE

0829- № 5571747

Bruxelles, rue Cardinal Mercier, 35, Kardinaal Mercierstraat, Brussel

5454

Adresse / Adres / Address

119K54W

A/Am/To
EN ÉCHANGE DE CE BON, VEUILLEZ DELIVRER
TEGEN INWISSELING VAN DEZE BON VERZOEK
IN EXCHANGE FOR THIS ORDER PLEASE ISSUE

BUILETS) DE PASSAGE ET/OU FOURNIR LES PRESTATIONS DESIGNÉES CI-DESSOUS
J U RESBUILET(TEN), AF TE GEVEN EN/OF DE HIERNAVERMELDE DIENST
TICKET(S) FOR TRANSPORTATION AND/OR FURNISH THE RELATED SERVICES AS DE

EN UIT TE VOEREN :
SIGNATED BELOW TO

NOM : AL EK HADJ
N44M : 696605
NAME: AL EK HADJ
AL EK HADJ

Address :
Adress :
Address :
Address :
C19264 U. 79117 54

LA VALEUR DE CE BON D'ÉCHANGE EST LIMITÉE AU MONTANT INDiqué CI-DESSOUS
DE WAARDE VAN DEZE WISSELBON IS BEPERKT TOT HET BEDRAG HIERONDER VERMELD
THE VALUE OF THIS EXCHANGE ORDER IS LIMITED TO THE AMOUNT STATED HEREON

Emis conjointement avec Uitgegeven in aansluiting met Issued in connection with	Emis en échange de Uitgegeven in verrijping van Issued in exchange for
Lieu et date de l'émission originale Plaats en datum van oorspronkelijke uitgifte Date and place of original issue	LIEU ET DATE D'ÉMISSION PLATS EN DATUM VAN UITGIFTE DATE AND PLACE OF ISSUE

PRESTATIONS — DIENSTEN — SERVICES

Refundable only in dollars
Sabena Office Boston

**MODE DE PAIEMENT
WIJZE VAN BETALING**

Q. 25

TAXES (specify)
TAKSEN (ard opgeven)
TAXES (specify)

**MONTANT TOTAL PAYE
TOTAL BETALD BEDRAG
TOTAL AMOUNT PAID**

en lettres

In words

**MONTANT EQUIVALENT PAYE
OVEREENSTEMEND BETALD BEDRAG
EQUIVALENT AMOUNT PAID**

PAYE
LD BEDRAG
AID

...

NON TRANSFERABLE
STRIKT PERSONLIG
NOT TRANSFERABLE

VALID ONLY FOR ONE YEAR FROM ISSUE DATE

NE PEUT ETRE NI RATURE NI SURCHARGE
ON GELDIG INDIEN GESCHRAP OF GEWIJZIGD
VOID IF MUTILATED OR ALTERED

1000

BON D'ÉCHANGE — WISSELBON — EXCHANGE ORDER

NE CONSTITUE PAS UN TITRE DE TRANSPORT
NIET GEELDIG VOOR PASSAGE
NOT GOOD FOR PASSAGE

S. A. **SABENA** N. V.

MEMBRE — LID — MEMBER — I. A. T. A.
AIR TERMINUS
Bruxelles, rue Cardinal Mercier, 35, Kerkstraat, Brussel

LIGNES AÉRIENNES BELGES
BELGISCHE LUCHTLIJNEN
BELGIAN WORLD AIRLINES

COPIE — COPY :

POUR L'AGENT D'ÉMISSION
VOOR DE UITGEVER
FOR THE ISSUING OFFICE

0829 - No 5571748

A/Am/To **SABENA** Adresse/Adres/Address **WARSAW**
EN ÉCHANGE DE CE BON, VEUILLEZ DÉLIVRER BILLETS) DE PASSAGE ET/OU FOURNIR LES PRESTATIONS DÉSIGNÉES CI-DESSOUS :
TEGEN INWISSELING VAN DEZE BON VERZOEKEN WIJ U REISBILJETTEN) AF TE GEVEN EN/OF DE HIERNAVERMELDE DIENSTEN UIT TE VOEREN :
IN EXCHANGE FOR THIS ORDER PLEASE ISSUE TICKETS) FOR TRANSPORTATION AND/OR FURNISH THE RELATED SERVICES AS DESIGNATED BELOW TO :
NOM : **FRANCOISZKA BALKONISZKA** Adresse : **DIANOW UL. POLNA 44**
NAAM : **WOJ. KOSSAKIN, POLAND** Address:

LA VALEUR DE CE BON D'ÉCHANGE EST LIMITÉE AU MONTANT INDiqué CI-DESSOUS
DE WAARDE VAN DEZE WISSELBON IS BEPERKT TOT HET BEDRAG HIERONDER VERMELD
THE VALUE OF THIS EXCHANGE ORDER IS LIMITED TO THE AMOUNT STATED HEREON

ITINÉRAIRE — ROUTE — ROUTING				TRANS- PORTEUR VERVOERDER VIA CARRIER		No DE LIGNE L/I/N FLIGHT N°	DATE DATUM DATE	HEURE UUR TIME	TARIF — TARIF — FARE		BASE DU TARIF TARIEFBASIS FARE BASIS	Réservation Prooijsrespreking Reservation status
DE VAN FROM	A NAAR TO	A NAAR TO	A NAAR TO	PORTEUR VERVOERDER VIA CARRIER					Publié Gepubliceerd Published	Converti Omgewisseld Converted		
	WARSAW			SAB							ECONOMY	
	BRUSSELS			SAB								
	NEW YORK											
	BRADLEY											

PRESTATIONS — DIENSTEN — SERVICES

Refundable only in class
Sabena Official Boston

MODE DE PAIEMENT
WIJZE VAN BETALING
FORM OF PAYMENT
TAXES (spécifier)
TAKSEN (aard opgeven)
TAXES (specify)

MONTANT TOTAL PAYE
TOTAL BETAALD BEDRAG
TOTAL AMOUNT PAID
on letters
in letters
in words
in words
in chiffres
in figures

MONTANT EQUIVALENT PAYE
OVEREENSTEMMEND BETAALD BEDRAG
EQUIVALENT AMOUNT PAID

NON TRANSFERABLE
STRIKT PERSONLIJK
NOT TRANSFERABLE

VALIDABLE UN AN A DATER DE L'ÉMISSION
GEELDIG VOOR EEN JAAR VANAF UITGIFTE
VALID ONLY FOR ONE YEAR FROM ISSUE DATE

AGENT **CHICOPET BUREAU**

TRAVEL BUREAU
SEPT. 20, 1960
CHICOPET MASS.

RÉSERVÉ A L'AGENT D'ÉMISSION
VOORBEHOUDEN AAN DE AGENT UITGEVER
RESERVED FOR THE ISSUING OFFICE

NE PEUT ÊTRE NI RATURE NI SURCHARGE
ONGEELDIG INDIEN GESCHAPT OF GEWIJZIGD
VOID IF MUTILATED OR ALTERED



REPORT PERIOD

FROM: 1-15-61 TO: 1-31-61

SABENA USE ONLY
REPORT NUMBER
AGUS

(1) DATE ISSUED	(2) TICKET NUMBER		(3) COMPLETE TICKET ROUTING					(4) TARIFF FARE	(5) COMMISSION		(6) TAX ON GROSS FARE	(7) NET AMOUNT DUE
	FORM	SERIAL NUMBER	FROM	TO	TO	TO	TO		%	AMOUNT		
1/30 0829	5658471	Additional Fare Warsaw Brussels New York Bradley					140.28	7%	9.82		130.46	
AGENCIES ARE RESPONSIBLE FOR THE CORRECTNESS OF ALL FARES AND CHARGES AND ALL REPORTS ARE SUBJECT TO FINAL AUDIT OF SABENA BELGIAN WORLD AIRLINES.							(8) TOTALS COLUMNS 4 TO 7					
(9A) OTHER CHARGES TO BE ADDED			(11A) AUTHORIZED DEDUCTIONS									
DESCRIPTION			AMOUNT			DESCRIPTION			AMOUNT			
TOTAL (ENTER UNDER ITEM 9)						TOTAL (ENTER UNDER ITEM 11)						
(13) SABENA: AUDITED DATE: ENTERED: DATE: INVENTORY: DATE:												
USE ONLY: STATISTICS: DATE:												
FORWARD YELLOW, WHITE AND PINK COPIES TO:												
							(9) OTHER CHARGES TO BE ADDED (TOTAL OF SCHEDULE 9A)					
							(10) SUB TOTAL (TOTAL COLUMN 7 PLUS ITEM 9)					130.46
							(11) AUTHORIZED DEDUCTIONS (TOTAL OF SCHEDULE 11A)					
							(12) NET AMOUNT DUE SABENA BELGIAN WORLD AIRLINES					130.46

SABENA BELGIAN WORLD AIRLINES TO ALL IATA AGENTS HOLDING SABENA TICKETS

The following instructions apply to the reporting of sales of Sabena tickets and exchange orders held by agents:

I. FREQUENCY OF REPORTING

Unless otherwise agreed upon, Sales Reports or "No Sales" notices are due on a semi-monthly basis.

The reporting periods are:
1st to the 15th of the month
16th to the last day of the month

The Sales Reports or "No Sales" notices should be forwarded within 10 days to the regional Sabena office indicated in the lower right hand corner of the Sales Report. Failure to report in accordance with the above-mentioned instructions constitutes a violation of the Agency Sales Contract.

EXCEPTION: Ticket sales covered by Air Travel Plan Receipts:

As billings to carriers for tickets issued against Air Travel Plan Receipts must be made within 15 days of the issuance of the ticket, it is requested that the Original, Duplicate and Quaduplicate copies of the transportation receipt be sent to Sabena, 720 Fifth Avenue, New York 19, the day the ticket is issued.

The pink copy of the receipt should be transmitted along with your regular semi-monthly Sales Report.

II. INSTRUCTIONS FOR THE PREPARATION OF THE SABENA AGENTS SALES REPORT.

The Sabena Agents Sales Report consists of four copies to a set:

Distribution: Original (yellow) : to the Sabena regional office along with

Duplicate (white) : auditors coupons of all tickets reported

Triplicate (pink) : all supporting documents and a check for the net amount (indicated under item 12 of the report).

Quaduplicate (green) Agency file copy.

It is requested that reports be typed. The information required on the report is outlined below. The code numbers correspond to the numbers indicated in parenthesis on the report.

CODE	ITEM	DESCRIPTION OF INFORMATION REQUIRED
------	------	-------------------------------------

1	DATE ISSUED:	Date ticket and/or exchange order is actually issued and validated.
---	--------------	---------------------------------------------------------------------

2	TICKET NUMBER:	Form and serial number of each ticket or exchange order. A separate line must be used for each ticket or exchange order.
---	----------------	--------------------------------------------------------------------------------------------------------------------------

3	COMPLETE TICKET ROUTING:	The complete routing must be indicated separately for each ticket or exchange order. (Codes may be used.) The routing indicated on the report must correspond exactly to that indicated on the ticket or exchange order. When tickets are issued in conjunction a separate routing must be shown for each ticket.
---	--------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4	TARIFF FARE:	Indicate the actual fare shown on the ticket or exchange order. When tickets are issued in conjunction, the fare will be shown opposite the first ticket only.
---	--------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------

Note: tax will be shown under item 6.

In column headed "9A" you will indicate the applicable rate of commission.

In the column headed "amount" you will indicate the commission withheld on the commissionable amount.

The amount of any tax will be indicated in this column.

The net amount due on each ticket or exchange order will be indicated. The amount will be computed by taking the Tariff Fare

(4) less Commission (5) plus Tax (6) if any.

Note: Deductions for exchange orders, transportation receipts, etc. will be indicated under item 11.

Total of amounts indicated in columns. If more than one page is required to complete the report, the totals should be carried forward to the next page.

Total of schedule "9A" to be itemized on last page of report only.

This space will be used for reporting payment of invoices submitted to you by Sabena, cable charges, or other miscellaneous items. The total will be entered opposite item 9.

Total of column 7 plus item 9.

Total of schedule 11A to be itemized on last page of report only.

This space will be used to secure credit for the value of exchange orders, exchanged tickets, air travel plan receipts, deposits, steamship tickets, and unpaid cash balance on approved Easy Pay Plans.

Credits should be listed as NET whenever commission has already been withheld from the value of the exchanged documents. Refunds cannot be deducted unless authorized in writing by Sabena.

This amount will be the difference between item 10 and 11.

Remittance for the amount indicated in item 12 must accompany your report.

If the net amount in item 12 is due the agency, the words "SABENA BELGIAN WORLD AIRLINES" should be crossed out and the word "AGENT" should be inserted.

No entries should be made under this item.

13 SABENA USE ONLY:

III. REQUEST FOR ADDITIONAL FORMS

Agents Sales Reports and Ticket Stock may be requested from the Regional Sabena office in your area.

٧٥١٣

January 11, 1962.

Sabena Belgian World Airlines
Hotel Statler Hilton
72 Arlington Street
Boston 16, Massachusetts.

Dear Sirs:

RE:COLLECTION OF \$6.38 I.O.U.(signed by immigrant
Alexandra Balukonis)from sponsor, Mike Kurkulonis.

This is to inform you that the above mentioned item was unsuccessfully attempted by us a few times. The sponsor is retired & on a small pension & furthermore he is under the impression that Sabena owes him money for immigrant fare. We noticed that a man of his age is a hard man to talk to. Any further attempts for collection would be fruitless...it appears that the \$6.38 will not be paid.

Trusting that the above information will close this matter, we are

Very truly yours,
CHICOPEE BANKERS CORPORATION

SF:ck

Asst.Mgr.

Dnia 26 go stycznia 1961 roku

Mr. M. Kurkulonis
6 Washington Street
Greenfield, Massachusetts

Szanowny Panie:

Otrzymałem list od Aleksandry Bałukonis ze córki jej Franciszki Bałukonis nie pmszczą do Ameryki dlatego ona żąda to jest Aleksandra Bałukonis że przyjedzie sama tutaj na wizytę i z tego powodu potrzebuje ona tykiet w obie strony.

Tykiet taki kosztować będzie \$677.30 a Pan zapłacił razem \$659.76 więc brakuje jeszcze \$17.54 o którą to sumę upraszam Pana o przysłanie. Posyłam Panu list ten z Polski więc Pan może przekonać się o co tutaj się rozchodzi.

Z szacunkiem,

Notariusz Publiczny

FF:1mp

Sianów. 13. IX. 60r.

Do
Pana Agenta.

Ja Belukoniś Aleksandra zwracam się z
prośbą do Pana Agenta, aby Pan był
łaskawy i przysłał do mnie prosto na ręce.
Gdyż do Warszawy jest daleko odemnie, a ja
nie posiadam pieniędzy i drogo będzie korzystać
droga do Warszawy. Proszę Pana Agenta aby
Pan przysłał że jest opłacone drogi. Ostatem
list od brata i pisał że już zapłacił za
drogi, a ja jeszcze żadnej wiadomości nie
mam od Pana Agenta. Przer Warszawę
to bardzo długo będzie trwało dopóki przysła
zawiadomienie. Mam nadzieję że Pan Agent
moję prośbę przychylnie rozstrze.

Belukoniś A.

Mike Furber
Washington St. Greenfield, Mass

